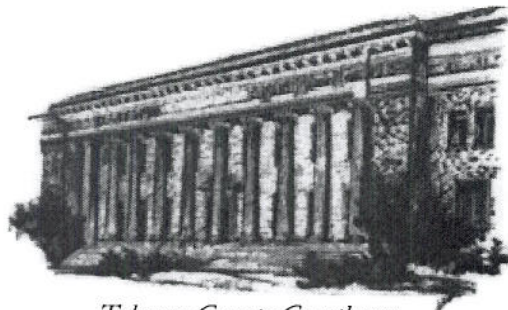


# COUNTY OF TEHAMA

Office of  
**BEVERLY ROSS**  
County Clerk and Recorder  
P.O. Box 250  
Courthouse  
633 Washington Street  
Red Bluff, California 96080



*Tehama County Courthouse*

TELEPHONE (Area Code 530)

Clerk & Recorder	527-3350
Elections	527-8190
Clerk of the Board of Supervisors	527-3287

FAX	527-1745
WEB:	<a href="http://www.co.tehama.ca.us">www.co.tehama.ca.us</a>

Ryan Macias  
Office of the Secretary of State  
Office of Voting System Technology Assessment  
1500 11<sup>th</sup> Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

January 8, 2008

Dear Mr. Macias:

Enclosed please find Tehama County's Election Observer Panel Plan for the February 5, 2008, Presidential Primary.

The plan includes Election Observer Instructions, Election Observer Activities, Election Day Schedule, Election Observer Panel Plan, and 2 samples of letters to be sent to different organizations and precinct inspectors.

If you have any questions or concerns, please contact the Elections Department at (530)527-8190.

Sincerely,

BEVERLY ROSS  
County Clerk & Recorder

  
By: Lee Pryatel  
Assistant Registrar

Enclosure: election observer panel plan

# COUNTY OF TEHAMA

**BEVERLY ROSS**  
**County Clerk & Recorder**

Courthouse Annex  
444 Oak St. Room C  
PO Box 250  
Red Bluff, Ca 96080

Telephone (530) 527-8190  
(866) 289-5307  
Fax (530) 527-1140

## **ELECTION OBSERVER INSTRUCTIONS**

**Please read these Election Observer Instructions. Observers who violate these instructions may be asked to leave the work area for the remainder of the day.**

The California Election Code provides for the public, candidates, committees and parties to observe ballot counting. Vote-by-Mail and Provisional Ballot verification.

Observers may not disrupt the working environment of the Registrar of Voters staff, and must:

- ✓ Keep all conversations to a minimum and the lowest possible tone in order to not distract staff from their work.
- ✓ Keep at arms length from the staff at all times and never touch a staff member.
- ✓ All questions and concerns must be addressed to the Registrar of Voters or the assistant Registrar of Voters.

Whenever possible, persons or groups wishing to observe should contact the Elections office at (530)527-8190 at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.

Observers must sign in and out with the Elections Department staff, and must wear department badges for security purposes, turning them in to the Elections staff before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the Elections Department. Please set the ring on silent or turn off the phone. Department phones are not for public use.

The office of the Registrar of Voters is strictly non-partisan. Please avoid partisan comments and discussions while in the Elections Department.

Observers cannot touch any paper ballot or electronic ballot (result cartridge).

Observers cannot enter restricted areas unless accompanied by an elections official, with appropriate security.





## ELECTION OBSERVER ACTIVITIES

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify the Tehama County Elections Department at (530) 527-8190.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 444 Oak St., Room C and C1 Red Bluff, Ca 96080, unless otherwise noted.

### DETAILS OF ACTIVITIES:

- Vote-by-Mail Mailings - now through January 29, 2008. We have mailed ballots to our overseas and military voters. Beginning January 7, 2008 Vote-by-Mail ballots will be keyed in as received and signatures verified. If signatures do not compare or a signature is missing, efforts will be made to contact the voter.
- Vote-by-Mail Processing – begins Monday, January 28, 2008. Elections code 15101 allows election officials to begin processing Vote-by-Mail ballots 7 business days prior to the election. Activities include: opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted by a Vote-by Mail board. When tabulating ballots on the 400C, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8:00 p.m. on February 5, 2008.
- Logic and Accuracy Testing of Edge touchscreens and 400C Central Count Unit – will begin between Monday, January 14 and Friday January 25, 2008 and will continue for 1 to 2 weeks.. Please call for exact times.
- Election Day – enclosed is a list of polling sites that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedures at the polls (except how voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Election Officers. They may not handle official ballots or intrude upon the voting process.
- Election Night Procedures – After the polls close, results from the Vote-by-Mail ballots will be released at the office. Elections officials who have worked the polls will bring their ballots and results cartridge from the polls to the Elections Department for the votes to be compiled. Result Cartridges and Ballots from the precincts will be tabulated at the central counting location and totals released periodically throughout the night. By the end of the evening, semi-official election night results will be available in hard copy at the office.
- The following day, we will begin our official canvass of the vote, including processing all remaining ballots, researching provisional ballots, auditing the polls, conducting a 1% manual tally of all paper ballots and VVPAT.
- Pursuant to Elections Code 15372, the elections official shall prepare a certified statement of the results of the election within 28 day of the election.

# ELECTION DAY SCHEDULE

Monday, January 29<sup>th</sup> through Monday, February 4<sup>th</sup>, 2008

8 a.m. – 5 p.m.	Process Vote-by-Mail Ballots	Elections Office 444 Oak St. Rm C Red Bluff, Ca 96080
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Tuesday, February 5<sup>th</sup>, 2008

7 a.m.	Polls Open	All Precincts, Countywide
8 a.m. – 5 p.m.	Process Vote-by-Mail Ballots	Elections Office
8 p.m.	Polls Closed	All Precinct, Countywide
8:30 p.m.	*Vote-by-Mail Ballot Results Available.	Elections Office
8 p.m.- ? All precincts are accounted for.	PCMIA Cards/ Precinct Ballots	Elections Office
8:00 – Complete	Process Precinct Ballots & PCMIA Cards	Elections Office

\*Results of the first ballots counted will be released starting at approximately 8:30 p.m. and continuous updates will be released throughout the evening approximately every 2 hours until the election night count is complete.

Thursday, February 7<sup>th</sup>, 2008

9 a.m.	Canvass of Vote Commences	Elections Office
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*The canvass will continue daily, except Saturday, Sunday, and Holidays until complete.*

The above schedule of activities is provided for your convenience. You may randomly observe any, or all of the process. We will follow the schedule as closely as possible.



# **Election Observer Panel Plan**

## **I. County and System Information**

1. Tehama County
2. Contact Beverly Ross, County Clerk & Recorder, Registrar of Voters, (530)527-8190
3. 530-527-3350
4. Sequoia, AVC Edge, Optical Scan Paper Ballots, Vendor Voting System, and Central Count 400C.

## **II. Purpose**

The purpose of an Election Observer Panel is to:

1. The Election Observer Panel is invited to observe all critical procedures of the election process. Including Logic and Accuracy testing of each AVC Edge unit, Vote-by-Mail Ballot processing, Election Officer training, Election Day activities, Election Night ballot counting, and Canvass procedures.
2. Assist in ensuring the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

## **III. Invite**

Between E-60 and E-30, letters of invitation will be sent to the following:

- County Grand Jury
- Representatives of all County Central Committee Members
- CEO, Board of Supervisors, City Managers and City Clerks
- News Media
- Other groups or individuals who have expressed an interest in observing the Election Process.

Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel.

Meet with organizations about the election process to allow questions from the members.

## **IV. Appointment Letters (for introduction to precinct workers)**

After the groups have provided the names of interested panelists, the Elections Department will send out letters of appointment along with instructions on obtaining material, ID Badges, etcetera.

Materials to be prepared for each panelist will include a listing of all polling sites within the county for that specific election as well as the central counting site location and hours of operation.

## **V. Duties, General Rules of Conduct**

### **Observers may:**

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch all procedures.
- View all activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View Vote-by-Mail and provisional ballot processing.
- Ask questions of staff or voters at the polls.
- Ask questions of supervisors at the central counting site.

### **Observers are responsible for:**

- Checking in at each site, whether polling place or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election processes.
- Ensuring they do not interfere with the elections process.

### **Observers may not:**

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official worktables.
- Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to central counting site workers while they are processing ballots.
- Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- Touch election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place.

# COUNTY OF TEHAMA

## ELECTIONS DEPARTMENT

**BEVERLY ROSS**  
**REGISTRAR OF VOTERS**

Courthouse Annex  
444 Oak St, Room C  
PO Box 250  
Red Bluff, CA 96080

Telephone (530) 527-8190  
(866) 289-5307  
Fax (530) 527-1140

January 3, 2008

TO: Precinct Inspectors

From: BEVERLY ROSS  
County Clerk/Recorder

Subject: Election Observer Panel

This letter introduces XXX, whom I have appointed to the Election Observer Panel for the *February 5, 2008 Presidential Primary Election*. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

No person, including a member of the Election Observer Panel, may interfere with the operation of polling places. XXX and other members of the Election Observer Panel may ask you to explain certain operations and procedures. Please extend every courtesy to XXX.

If you have any questions, please contact the Elections Department at (530) 527-8190.

Thank you for your cooperation and your service to our county's voters.



# COUNTY OF TEHAMA

## ELECTIONS DEPARTMENT

**BEVERLY ROSS**  
**REGISTRAR OF VOTERS**

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Red Bluff, CA 96080

Telephone (530) 527-8190  
(866) 289-5307  
Fax (530) 527-1140

Date

Name  
Address  
City, State, Zip

Dear :

The Department of Elections would like to invite you to participate or designate a member of your organization to serve Election Observer Panel to observe activities associated with the *Presidential Primary Election*, which will be held *February 5* Representatives of the county central committees, Advocacy groups, the League of Women Voters, and the County Grand Jury, as well as media representatives, will be invited to participate.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the ballot counting center to observe the tabulation of ballots on election night. Panel members are also invited to observe staff at the Department of Elections as they process Vote-by-Mail ballots. Members of the Panel will be provided with the information they need to participate in these proceedings.

If your organization would like to be represented on the Election Observer Panel, please notify *the Elections Department* either by mail, by phone at 530-527-8190, or by email at [www@co.tehama.ca.us](mailto:www@co.tehama.ca.us). Please respond by XXX date, with the name of members to explain their role in greater detail and to provide them with the information they will need.

Thank you for your interest in protecting our electoral system.

Sincerely,

**BEVERLY ROSS**  
County Clerk & Recorder